

**DISTRICT 742 COMMUNITY SCHOOLS**  
**Performance Review Report**  
**PARA Employees**

**Employee:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Current Position:** \_\_\_\_\_ **No. of Years in Position:** \_\_\_\_\_ **Probationary: Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Supervisor/Administrator:** \_\_\_\_\_  
**Attendance Record: No. of Days Absent** \_\_\_\_\_ **No. of Days Tardy** \_\_\_\_\_

**Directions:** Rate the employee's typical level of performance over the entire evaluation period by placing an "X" in the appropriate blank. Within the comment sections beneath the performance factors, provide specific examples that will support or clarify the effectiveness rating.

**Rating Scale:**

**Not Applicable:** Does not apply to position.  
**Outstanding:** Performance is consistently exceptional and recognizable as being the highest of quality.  
**Above Average:** Performance is occasionally above average when meeting the standards of the job.  
**Acceptable:** Performance consistently meets the standards of the job.  
**Needs Development:** Performance is generally acceptable but with room for improvement in some aspect(s).  
**Not Acceptable:** Performance is clearly unsatisfactory and performance must improve in most areas.

Rating						Performance Factors
Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable	
_____	_____	_____	_____	_____	_____	<b>1. Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures.</b>  a. Adheres to established work/administrative procedures, including those for safety.  b. Operates all equipment used on the job successfully.  c. Demonstrates academic skills necessary for the position.  d. Monitors student learning and adjusts the level of assistance accordingly.  e. Establishes and maintains an environment conducive to learning.  f. Follows directions completely and accurately.  g. Completes work in a timely manner.  h. Demonstrates the ability to work independently.  i. Demonstrates respect for the dignity of students.
_____	_____	_____	_____	_____	_____	<b>2. Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude.</b>  a. Demonstrates a positive work attitude.  b. Arrives to work both consistently and on time.  c. Accepts difficult tasks willingly.  d. Uses opportunities for additional training/in-service.
_____	_____	_____	_____	_____	_____	<b>3. Communication: Communicates completely and accurately in oral, written, and non-verbal form.</b>  a. Communicates effectively with staff and students regarding student achievement and behavior expectations and concerns.  b. Demonstrates positive interaction with adults.  c. Demonstrates positive interaction with students.  d. Demonstrates ability to work as a team member.  e. Maintains confidentiality.

Employee: \_\_\_\_\_ Location: \_\_\_\_\_

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**4. Problem Solving: Demonstrates the ability to recognize and respond successfully to problems.**

- a. Willingly asks questions.
- b. Demonstrates suitable alternative course of action and maintains composure when confronted by problems.
- c. Effectively communicates the cause of a problem to the appropriate individuals.

Not Applicable	Outstanding	Above Average	Acceptable	Needs Dev.	Not Acceptable
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**5. Organization and Coordination: Organizes and prioritizes as necessary.**

- a. Obtains information needed to effectively complete a task.
- b. Organizes and maintains work area.
- c. Displays flexibility in adjusting work priorities.
- d. Gathers, prepares, and implements work as needed for students.

**PERFORMANCE SUMMARY/COMMENTS:**

Type of Evaluation:    \_\_\_ 30 Day    \_\_\_ 60 Day    \_\_\_ Annual    \_\_\_ Other

Date Performance Conference Held: \_\_\_\_\_

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

*The employee has the right to add his/her comments:*

*Please sign and send a copy to Human Resources at the District Administration Office.*

**SIGNATURES:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Unit Administrator: \_\_\_\_\_

Date: \_\_\_\_\_